

Executive Committee Meeting Agenda
Monday, June 08, 2020
6:30 PM – 7:30 PM
Microsoft Teams (online)

- 1.1 Call to Order
- 1.2 Acceptance of the Agenda
- 1.3 Acceptance of the Minutes: 2020-05-04
- 1.4 Old Business
 - 1.4.1 Executive Director's Report - *Caroline G.*
 - 1.4.2 Financial Update - *Caroline G.*
 - 1.4.3 Training Update - *Crystal M.*
- 1.5 New Business
 - 1.5.1 COVID-19 Policy Approval - *Caroline G.*
 - 1.5.2 Executive Video Introductions - *Crystal M.*
 - 1.5.3 Online Orientation and Clubs Day Plan - *Charles M.*
- 1.6 Open Forum
- 1.7 Reminders
 - 1.7.1. Team building activity: 2020-06-22 at 17:30
 - 1.7.2. Robert's Rules training: 2020-07-06 at 17:30
 - 1.7.3. Next Executive Committee Meeting: 2020-07-06 at 18:30
- 1.8 Meeting Adjournment

Please refer to attached materials.

1.4 Old Business

1.4.1 Executive Director's Report

- We are changing our accounting software this year because our previous accounting system, BusinessVision, will no longer be supported as of January 2021. We have retained the services of Deloitte to select a new accounting system. Based on a lengthy analysis by Deloitte, two finalists are being considered. Once a decision is made, the information will be shared with the board. The new system will be used in parallel with BusinessVision in the summer, after which BusinessVision will be phased out.
- A new voting app has been developed by BCIT computing students for use during Council meetings to improve transparency and efficiency.
- There have been a couple of staffing changes in the past month.
- A survey has been sent out to staff to assess staff concerns during the pandemic.
- The Peak Leadership program was nominated for the Canadian Association for Career Educators and Employers Excellence in Innovation Award this year. We are the only student association that has been nominated.

1.4.2 Financial Update

- We are still receiving student fees, but there has been a lot of uncertainty due to the online delivery format and travel restrictions.
- We were \$103,000 short of our student fees target. There was a small decrease in fees from PTS and technology programs, but a larger decrease in many of the trades and other programs. We did not receive any student fees from trades programs in May and were even in a deficit.
- We will receive student fees for September in July and will have a better idea then.
- Our predictions for cashflow is based on projections that some students will be back in September. Operations will see reduced business since there will still be fewer students on campus.
- Government wage subsidies are currently helping pay staff salaries, but the programs will likely end soon.
- Cash will be borrowed from the building fund to help pay for staff, and it will be repaid when student fees are received in July.

- Childcare is being reopened on June 15th, which will make us eligible for a government subsidy. Children will be brought in on a gradual basis and physical distancing will be maintained as much as possible.
- We are aiming to have Pavilion open for beginning of July, since there are people on campus.

Discussion:

- Do we have a contingency plan if the student fees from registration do not cover the amount borrowed from the building fund?
 - The amount borrowed is so small that there would have to be a very significant drop in registrations. A 5% drop in registrations would not be an issue, for example.
 - This has been done in the past, and we have always been able to repay it.
- How much has been transferred from the investment fund?
 - We are not able to transfer money from the investment fund without the approval of Council.
 - BCIT provided a cheque for each separate fund and we temporarily used the cash earmarked for the building fund.
- Will there be an increase in student fees?
 - There was a 2.3% increase this year but do not anticipate an additional increase.
- When do we receive the government wage subsidies?
 - Government has been very accommodating during this time. At the end of a period, organizations submit a report and a cheque is received within a week.

1.4.3 Training Update

- There have been a few changes to the training schedule for the Executive Board, and there will likely be more changes as the situation develops.
- A survey will be sent to the board to gauge interest in different training methods and delivery while following physical distancing guidelines.

1.5 New Business

1.5.1 COVID-19 Policy Approval

- As part of our reopening process, we are looking at how we can safely bring people back to work and restart in-person operations and programs.
- We decided to create an internal policy for all our programs, and each operation or department will create a safety plan for their respective locations.

- We are looking for the approval of the board for the attached policy.

Discussion:

- Will the safety plans be sent to the board for approval?
 - Only the policy must be approved by the board. The safety plans will be sent to the board for your information.
- Will the safety plans be approved by the Joint Occupational Health and Safety Committee?
 - Yes, each plan will be reviewed by the Joint Occupational Health and Safety Committee before implementation.
 - WorkSafe BC has a set of guidelines for what should be included in the safety plan and we will be following them when we create ours.
 - The safety plans will be shared with BCIT for their information only, as we do not require their approval.
 - The childcare safety plan has been approved by the childcare licensing officer, who works for the province.
- What would happen if a staff member failed to follow this policy?
 - Staff must sign stating that they have read and understood this policy.
 - If staff do not follow the policy, management will send them home and inform staff who have worked with that individual.
 - We will not reprimand nor fire the staff member, as there may be different reasons why staff would not follow the policy.
 - Management has the responsibility to train and work with staff so that they understand and follow all policies.
 - Staff will be asked to “work alone together” to minimize interactions between staff from different departments.
- The wording in 1.1b and 1.1c implies that the household members of the employee must also stay away from the employee’s workplace. We cannot enforce the behaviour of people in the household of a BCITSA employee.
 - That is correct. The wording will be changed to remove any ambiguity.
- What is the purpose of checking with HR rather than your own manager?
 - HR can provide a neutral third-party perspective.
- Where can employees get tested?
 - This is a generic policy so testing locations will vary.
 - HR & management will assist staff in locating a testing location.
- This policy seems to be a proactive measure. Is there another policy that will cover what happens if an employee develops COVID-19?

- At that point, provincial policies will take over and we will follow the direction of the health authority.
- When will the policy stop applying?
 - Our guidelines are based on information from WorkSafe BC. Once a vaccine has been developed and the policy is no longer needed, a motion will be brought to Council to shelve the policy.
- Should we change the wording to include all the Executives as well?
 - This is a policy guided by WorkSafe BC and executives are not employees, so they are not covered.
- Should visitors be included in the policy as well, such as partners visiting for lunch?
 - Again, this is a workplace policy so we cannot govern visitors. BCIT will have policies in place to address visitors.
- Will the work from home policy be flexible in the case that certain Executives' duties need to be done on campus?
 - Once this policy has been approved, we will eventually develop a safety plan to address Executives specifically.
- While obvious, the testing section does not specify what the results of the tests must be.
 - The policy will be updated to reflect that a negative result must be obtained before the employee may return to work.
- Do employees have to disclose proof of the test results to their managers?
 - In British Columbia, employees are not obligated to tell their employer about certain illnesses.
- It might be best to leave it as an implication and amend this later if need be.
 - More research will be done, and the information will be shared with the board.

Motion:

Be it resolved that Policy Int-13 Workplace Safety be accepted with the proposed amendments to 1.1b and 1.1c.

Moved by: Sean Green

Seconded by: Claire McCallum

Unanimous

Carried

1.5.2 Executive Video Introductions

- This is a request for Executives to record a short video each to introduce themselves to staff and students. An email with instructions will be sent out.

1.5.3 Online Orientation and Clubs Day Plan

- This plan is designed to help incoming students receive the information they need in an online format.
- It is recommended that there is a one-way stream of general information and then multiple streams for presenters to talk about specific programs.

Discussion:

- The VP Student Experience is working with the Clubs Coordinator on a similar idea for Clubs Day and is interested in collaborating.

1.6 Open Forum

- Matthew: The first Education Council Executive Committee meeting occurred last week, and a Student Association update was submitted. The full Education Council is meeting next week.
- Danny: The Student Refugee Program was proposed by the last Chair of the School of Health Sciences. There is training occurring right now for the program and Danny can connect those who are interested.
- Hunter: Our new policy & research assistant would like to offer the board assistance with governance. He has experience working with student associations that may be helpful.
- Hunter and Claire: Proposing a virtual teambuilding activity for the board.

1.7 Reminders

1.7.1 Teambuilding activity: 2020-06-22 @ 17:30

1.7.2 Robert's Rules training: 2020-07-06 @ 17:30 on Microsoft Teams

1.7.3 Next Executive Committee Meeting: 2020-07-06 @ 18:30 on Microsoft Teams

1.8 Meeting Adjournment

It was moved by Sean Green and seconded by Danny Zaporozan by that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 20:26.

Item 1.5.2. Online Orientation and Clubs Day Plan

Stream and breakout room plan V1
Charles Mah, Chair Business

Goal:

We know that in the coming term, much of the student engagement and experience will be online. The need for clear and engaging communication from the school to our students will be especially important in this already confusion time. This proposal aims to present one possible approach to how we can use technology to encourage and inform the students all at once while defining the online culture of BCIT all at once.

Overview:

I propose that we have a virtual orientation day presented on a one-way streaming service. This primary stream will allow students to listen to various people in the BCIT community describe what they normally would on orientation day such as what services are available, academic integrity etc. Then the speakers would introduce other speakers, program heads or SA executives etc., with more specialized presentations who are running their own streams or chatrooms on their respective subjects. This way, the larger presentation which is for everyone can continue without interruptions but more focused presentations which would have smaller audiences can field questions and engage more closely with their own students. A similar event could be implemented for clubs and associations.

Orientation day plan:

Step 1)

A stream with general orientation day information is held using an easily accessible platform such as Facebook, YouTube or even Twitch. Using a generic platform will allow as many students (and likely their parents) to attend the presentation with minimal setup. This presentation will feature speeches from program deans or similar level personnel as with any orientation day. The one-way presentation will allow more people to watch with less latency and fewer interruptions. Most streaming platforms have a public chat which can be monitored and moderated for questions and comments. Moderators can either answer questions directly or direct the student to the smaller subsequent presentations.

Step 2)

Once the primary public stream is finished, the MC will offer an overview of the host of other streams or chatrooms held by other more focused presenters such as Program Heads or SA leaders who can hold their own presentations and answer questions directly to a smaller audience. The program heads can also introduce their programs instructors to the students and familiarize them with asking questions in an online environment. (BONGO or Zoom might be useful for these smaller chats as it will help the students get used to using these platforms to do school).

Clubs day plan

Step 3)

Another stream would take place following the conclusion of the program-specific presentations to introduce the SA services and clubs available for students. The primary stream will be a brief overview of the services available and what kinds of clubs there are.

Step 4)

Then the presenter will direct viewers to smaller rooms where students can speak to representatives from each club and hear presentations from various fields of interest. This process is similar to the orientation day plan except that I would recommend that clubs also prepare websites or Facebook and LinkedIn pages to offer a stable platform to which they can direct their interested students and also help them sign up if they are interested.

- Note: I received a request from a club executive that we have the clubs day info session on the same day as the orientation to keep as many students interested as possible and avoid duplicating marketing efforts. While I agree that students might pay more attention if it was all in one day, I also worry that it might be too much information all at once. I believe it would be more practical to have a general clubs presentation on the orientation day during the mainstream and then have a dedicated clubs day presentation at a later date with its own mainstream and smaller rooms.

This plan can also be modified to apply to our invaluable career fair days which are also a major part of the career-focused educational culture at BCIT.

Please review this plan as a general intention and feel free to suggest edits and changes. Let's make this term online as valuable as it can be.

Thanks

Charles Mah